



Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF SIARGAO



DIVISION MEMORANDUM

No. **11-390**_s, 2025

To: Assistant Schools Division Superintendent
Chief Education Supervisor CID and SGOD
Elementary School Principals/Head Teachers /School In-Charge
Secondary School Principals/Head Teachers /School In-Charge
This Division

**DIVISION TRAINING FOR NON-TEACHING ON THE
MICROSOFT PRODUCTIVITY TOOLS**

1. In line with DepEd Orders No. 42, s. 2016; No. 78, s. 2010; No. 42, s. 2017; and No. 16, s. 2023, which collectively emphasize DepEd's commitment to ICT integration, the responsible use of technology in education, and the continuous enhancement of digital competencies among educators, all concerned are hereby informed of the conduct of the DepEd Computerization Program (DCP) Training on December 2-6, 2025, to be held at Siargao Division Training Center.
2. This division training aims to:
 - a. identify the different Microsoft 365 productivity tools;
 - b. distinguish the appropriate Microsoft 365 applications that can be used in administrative tasks;
 - c. reflect on the benefits of integrating Microsoft 365 applications in accomplishing administrative tasks.
3. All identified participants are required to bring their laptops and extension cords. Kindly refer to the enclosure attached for the List of participants.
4. Meal, snacks and other related expenses shall be charged against DCP-PSF Continuing Fund subject to the usual accounting and auditing rules and regulations.
5. Immediate dissemination of this Memorandum is hereby directed.

MANUEL O. CABERTE

Schools Division Superintendent

Encl. List of Participants

Reference: DepEd Orders No. 42, s. 2016; No. 78, s. 2010; No. 42, s. 2017 and No. 16, s. 2023

To be indicated in the perpetual index under the following subjects:

DCP ICT MICROSOFT365

OSDS/jeaj
11/27/2025



OSDS2025118ICBMHSD22F



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SCHOOLS DIVISION OF SIARGAO

LIST OF PARTICIPANTS

NO.	SCHOOL/OFFICE	NAME OF PARTICIPANTS
1	UNION NATIONAL HIGH SCHOOL	CATHY L. SINDAY
2	CONSOLACION NATIONAL HIGH SCHOOL	DENCIA E. CASANA
3	CAMBAS-AC ELEM. SCHOOL	NORSAIMA G. PANGCATAN
4	BUENAVISTA ELEM. SCHOOL	GUMA, RENDY
5	SIARGAO NATIONAL SCIENCE HIGH SCHOOL	ARGENTE, ABIGAIL
6	CONSUELO NATIONAL HIGH SCHOOL ANNEX	LIBBY D. GONZALES
7	STA. FE NATIONAL HIGH SCHOOL	BORLAGDAN, ANALOU
8	SUYANGAN NATIONAL HIGH SCHOOL	ROXAN L. COLUNIA
9	PILAR CENTRAL ELEMENTARY SCHOOL	ROSEMARIE G. POMOY
10	CARIDAD NATIONAL HIGH SCHOOL	MARY CECYL E. CULMINAS
11	MARIANO MATUGAS MEMORIAL NATIONAL HIGH SCHOOL	RANDY MARAVILLAS
12	SAYAK ELEMENTARY SCHOOL	LANCELOT BENDANILLO
13	OGUING NAVARRO MEMORIAL NATIONAL HIGH SCHOOL	LUBAPIS, SANIJEN
14	NUMANCIA CENTRAL ELEMENTARY SCHOOL	JESELLE A. COMON
15	ROXAS NATIONAL HIGH SCHOOL	ERMELYN L. SOLIS
16	SAN ISIDRO CENTRAL ELEMENTARY SCHOOL	FRANK BERNARD Y. ESPANTO
17	BURGOS CENTRAL ELEMENTARY SCHOOL	ANA MAE A. GALAGAR
18	BURGOS NATIONAL HIGH SCHOOL	ANJELIC R. CONTE
19	ALEGRIA NATIONAL HIGH SCHOOL	RUTH T. VIRTUDAZO
20	LIBERTAD NATIONAL HIGH SCHOOL	JOEY P. CADAYONA
21	SAPAO CENTRAL ELEMENTARY SCHOOL	BAGAYGAY, FERN ANN
22	SAN BENITO NATIONAL HIGH SCHOOL	ROSALES, RYAN PAUL
23	DON. ALBINO TARUC MEMORIAL ELEMENTARY SCHOOL	LYKA D. LLANO
24	SOCORRO CENTRAL ELEMENTARY SCHOOL AND SPED CENTER	LEWANI B. DIZON
25	ATOYAY NATIONAL HIGH SCHOOL	LYKA S. DANO
26	NUEVA ESTRELLA CENTRAL ELEMENTARY SCHOOL	SHYAHARAH G. RIVAS
27	PAMOSAINGAN NATIONAL HIGH SCHOOL	QUIBAN, LUVEL LYKA
28	NUEVA ESTRELLA NATIONAL HIGH SCHOOL	ICEE C. ROSILLO
29	DAPA NATIONAL HIGH SCHOOL	ORTOJAN, CHARISSE
30	DEL CARMEN NATIONAL HIGH SCHOOL	BALOGBOG, JOREEN JEB
31	GEN LUNA NATIONAL HIGH SCHOOL	LADY ELIZA MADRONAL
32	PILAR NATIONAL HIGH SCHOOL	ESPINELI, ROGIE
33	SAN ISIDRO NATIONAL HIGH SCHOOL	SUPANG, SARAH THERESE
34	SAPAO NATIONAL HIGH SCHOOL	ARGUELLES, LINDEY MAE



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35	SOCORRO NATIONAL HIGH SCHOOL	RAMIREZ, LESLIE
36	OSDS	DEXAH MARIE S. PONTIVEDRA
37	OSDS	JUDY ANN B. MARCOS
38	OSDS	GENNIE LOU D. UROT
39	OSDS	ANNIE JEAN L. PETALLO
40	OSDS	DACEL JANE G. TAMAYO
41	OSDS	GIRLEY JANE P. CAVITE
42	OSDS	SHALAMI R. DIADULA
43	OSDS	KHESSA KIZEA E. EROY
44	OSDS	JELYN T. MANTE
45	CID	ESNOOKY B. SANICO
46	TWG	FEROSANA D. TESIORNA
47	TWG	SARACHEN L. SANGCO
48	TWG	JOHN ERIC. JABINES
49	TWG	FRANCIS ALBERT C. GOLO
50	TWG	JUNE ORKEHEN NOHARA